

## **Division of Children and Family Services**

### **“FEED THE KIDS”**

#### **INSTRUCTIONS FOR UTILIZING COUPON BOOKS AND PURCHASE ORDERS**

**NOTE:** Use of these items is limited solely to providing for DCFS clients. Abuse or misuse of these items will be addressed under DHS Policy 1084 (Employee Discipline) and DHS Policy 1085 (Minimum Conduct Standards for DHS Employees).

- 1) The **DCFS Financial Support Unit** will initiate requests to purchase Meal Ticket Vouchers, Coupon Books or other items approved for this program. The “Request for Purchase Order Forms” will be submitted with the appropriate approval signatures. Purchase orders will be utilized as the procurement and payment method.
- 2) The **DCFS Financial Support Unit** will log-in on receipt and sign-out for distribution all Meal Coupons and other items approved for this program.
- 3) Shelf life food items purchased to provide food to DCFS clients will be maintained in a secure locked area and distributed and used in accordance with appropriate procedures.
- 4) The **DCFS County Office** will maintain a log listing the use of each coupon book or other item distributed. The log must include date of use, the name of the worker utilizing the item, and the Social Security Number or Case Number of the client.
- 5) The **DCFS Worker** initiating the request will fill out the Meal Voucher Authorization Form, to include all of the Meal Coupon Numbers.
- 6) The **DCFS Worker** initiating the request and the appropriate **Area Director or County Supervisor** authorizing the use of the item, must sign the Authorization Form.
- 7) The **DCFS Worker** will sign the front of each coupon on the line marked “From” and obtain a cash-receipt from the vendor.
- 8) The **DCFS Worker** will obtain the signature of the vendor on the Meal Voucher Authorization Form when not using Meal Coupons.
- 9) The following **Documentation Packet** must be submitted for reconciliation and audit purposes prior to the issuance of any additional coupon books or purchase orders for food items:
  - (a) Original Meal Voucher Authorization Form with the appropriate approval signatures
  - (b) Copy of the DCFS Meal Authorization Log
  - (c) Copy of each coupon issued verifying the coupons were used for clients
  - (d) Original cash receipt from the meal purchase

10) The **DCFS Worker** will turn in any change (cash overage) from the food purchase and/or the Authorization Form and attachments to their County Supervisor not later than whatever time limit the Area Director establishes [consistent with the 5 working day submission deadline to the Financial Support Unit].

11) The **County Supervisor** will turn in any change (cash overage) from the food purchase and/or the Authorization Form and attachments to their Area Director not later than whatever time limit the Area Director establishes [consistent with the 5 working day submission deadline to the Financial Support Unit].

12) The **Area Director or Designee** will sign the back of the copy of each coupon to verify DCFS client use. He/she will also review, approve and sign the Meal Authorization Log to ensure that its information is correct and the expenditures were appropriate. The Area Director or Designee will retain the original Log and forward a copy to the Financial Support Group.

13) The **Area Director or Designee** will forward any change (cash overage) from a food purchase and/or the Authorization Form and attachments to the Financial Support Unit by close-of-business on the 5th working day after the transaction (food purchase).

14) The **DCFS Financial Support Unit** will complete the “refunds to expenditures process” on cash overages resulting from purchases with food coupons by close-of-business on the 5th working day following receipt of cash overages and documentation.